

## MEMO #47 [FY 2011]

**FROM:** Joe Heiney-Gonzalez [joe.heiney-gonzalez@montgomerycountymd.gov](mailto:joe.heiney-gonzalez@montgomerycountymd.gov)  
Montgomery County Office of Human Resources

**RE:** JOB CLUB MEMBER ALERT----- Job Seeker Resources

**DATE:** May 20, 2011

### I. ONLINE RESOURCES

**LeaderFit.org** - A resource for individuals interested in nonprofit sector employment  
Visit <http://www.leaderfit.org/job-seekers> to upload your resume to LeaderFit's candidate database.

**GoodJob.org** - Learn about the latest job opportunities at nonprofits in D.C. metropolitan area  
Visit <http://www.goodjob.org> to review job descriptions.

### II. WORKSHOPS AND INFORMATION FORUM OPPORTUNITIES

**High Impact Resumes – Workshop sponsored by the Commission for Women & Career Center**

**WHEN:** May 23, 2011 at 10:00 am to Noon

**TO REGISTER FOR CLASS:** Click on link

<https://www.montgomerycountymd.gov/apps/CFWworkshop/register.cfm?ScheduleID=1562>

**WORKSHOP FEE:** \$20.00

Learn how to write a resume which will best suit your skills and experience. Topics covered: resumes formats; electronic resumes and letters; cover letters; references.

**Information Forum – Sponsored by Respite Services of Montgomery County Independent Respite Care Providers**

**-- See below for dates, times and location of upcoming Information Forums**

Forums provide information on health careers in the areas of On-call, Part-time, Independent, Respite Care Providers. Populations served include the elderly, adults, and children with disabilities.

Opportunities available from entry level Care Providers with no experience to certified CNA, GNA, and LPN...all are welcome to apply!

DATE & TIME	LOCATION	COMMENT
Fri. May 27, 2011 at 10:00 am	Montgomery Works Germantown Office Upcounty Regional Services Center 12900 Middlebrook, Road, Germantown, MD 20874	Please arrive on time. Doors will close at 10 am sharp.
Tue. May 31, 2011 at 10:00 am	Montgomery Works Office in Wheaton 11002 Veirs Mill Road, Wheaton, MD 20902 In Westfield Wheaton Shopping Town, near movie theatre	Please arrive on time. Doors will close at 10 am sharp.

**Asian Fortune Diversity Job Fair < FREE ADMISSION > Monday, June 13, 2011**

**When:** Monday, June 13, 2011 at 10:00 am to 3:00 pm  
**WHERE:** Fairfax Elks Lodge, 8421 Arlington Blvd, Fairfax, Virginia 22031 [phone: 703-560-2188]  
**PARKING:** Plenty of free parking just off the beltway on Route 50

*For more information, call 703-753-8295 or inquire by email at [info@asianfortune.com](mailto:info@asianfortune.com)*

You will have opportunity to meet recruiters from corporations, federal and local government agencies across the Washington Metropolitan Area. Bring copies of your resume and come to meet the recruiters – they are ready to hire people on the spot. Job openings are available in all skill levels and education backgrounds.

### **III. MONTGOMERY COUNTY GOVERNMENT JOB POSTINGS – Multiple job postings at website**

**Visit the Montgomery County Website to find job postings and application instructions.**

1. Visit the website and register by clicking on the link  
<http://www.montgomerycountymd.gov/ohrtmpl.asp?url=/content/ohr/careers/index.asp>
2. Click on [iRecruitment Visitor Homepage](#)
3. Click on [Register today](#) button to create your personal account. This allows you to add your information, access county job postings, and return to website to check on the status of your job application(s).

**Use instructions listed above to see detailed job postings for following positions.**

<b>PROGRAM SPECIALIST II</b>	<b>Job: IRC2991</b>
<b>Application Deadline: 6/2/2011.</b>	<b>Salary: Minimum \$47,028.00 - Maximum \$77,756.00</b>

Bilingual applicants in the Spanish/English languages are encouraged to apply. If the candidate selected for this position possesses multilingual skills, he/she will be required to successfully pass an examination assessing oral communication, reading comprehension, and interpreting skills. For advanced proficiency, the candidate must also pass an examination requiring translating text from Spanish to English and vice versa.

Employees will provide case management, transition services and crisis intervention services for young children, youth, and adults with autism and other developmental disabilities. These positions will be responsible for developing, monitoring, and coordinating (including local and state resources) services for individuals with autism and/or developmental disabilities. These positions will be responsible for the development of the individual and person center plan or plan of cares for home and community based services that will maintain and/or enhance the person's life within their community and/or the least restrictive environment.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree.

**Experience:** Two (2) years of case management experience working with children and/or adults with autism and other developmental disabilities.

**Equivalency:** An equivalent combination of education and experience may be substituted.

<b>TELECOMMUNICATIONS SPECIALIST, GRADE 20</b>	<b>Job: IRC3051</b>
<b>Application Deadline: 6/2/2011.</b>	<b>Salary: Minimum \$44,900.00</b>
<b>- Maximum \$74,181.00</b>	

The Department of Technology Services (DTS), 100 Maryland Avenue, Rockville, Maryland seeks a highly skilled, process oriented and innovative Telecom Specialist to provide customer service, PBX programming, network diagnostics and resolution. This is a non-supervisory position in the PBX Services team, reporting to the PBX Program Manager; in the Enterprise Telecommunications and Services Division (ETSD).

ETSD supports a voice communications network with over 18,000 lines and 60 endpoints. All of the citizens of the County and its staff depend on this network for all external and internal telephone voice communications services. The PBX System Administrator is the first point of contact for all County Departmental Telecom Service Administrators and Users. Employees in this position work virtually independent of any direct supervision, and monitors PBX network systems and adjuncts to ensure properly set configuration options. The Telecommunications Specialist position falls under the "Essential Personnel Category", and must be available during non business hours to respond, diagnose and correct a variety of network problems.

**Experience:** Three (3) years experience in a telecommunications field performing work related to administering a Private Branch Exchange (PBX), telephone system analysis and installation planning, and coordinating maintenance/operation of voice communication systems.

**Education:** Completion of high school or High School Certificate of completion recognized in the State of Maryland. **Equivalency:** An equivalent combination of education and experience may be substituted.

**RESIDENT SUPERVISOR I/II**                      **Job: IRC 3032**  
**Salary: Minimum \$44,900.00- Maximum \$74,181.00**

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBLE LIST TO FILL CURRENT AND FUTURE VACANCIES. **Positions may be under-filled at the Resident Supervisor I, Grade 18 level. Salary: \$40,492 - \$67,533**

Employee will work for the Pre-Release and Reentry Services Division of the Department of Correction and Rehabilitation and will be responsible for providing both security and supervision of a resident population. Employee should have excellent grounding and commitment to rehabilitative programming and possess the necessary interpersonal skills to work as part of a team to encourage clients to succeed in the program. Duties will include, but are not limited to: supervising offenders committed in home confinement status; checking for proper authorization for release of residents to the community (work, school, training, counseling, etc.) effecting the release; electronically monitoring the offender in the community; administering alcohol and urine tests; conducting personal, vehicle, room and facility searches and resident counts; assigning and inspecting facility clean-up details; distributing medications; receiving and disbursing resident monies; accompanying residents to court, to the Detention Center and to some visit in the community; providing crisis intervention; and responding to potentially volatile situations. Employee will work in a team setting and must possess excellent interpersonal skills to insure compliance with reentry goals. Employee will be required to work eight (8) or ten (10) hour shifts, which typically include days, evenings, midnights, weekend, and holidays.

**Experience:** Completion of 18 months of satisfactory work as a Resident Supervisor I. **Education:** Possession of a Bachelor's Degree from an accredited college or university. **Equivalency:** An equivalent combination of education and experience may be substituted.

**ACCOUNTANT/AUDITOR III**                      **Job: IRC 2950**  
**Application Deadline: 6/11/2011**                      **Minimum \$51,598.00 - Maximum \$85,463.00**

**Position may be under filled at the Accountant/Auditor II level. Salary: \$47,028 - \$77,756. Or under filled at the Accountant/Auditor I level. Salary: \$40,952 - \$67,533.**

Employee will be responsible for preparing accurate and timely project, fixed assets, and grant reports; and ensuring the accuracy of financial information in the County's Single Audit report and the mandated Comprehensive Accounting Financial Report (CAFR). The employee must understand Government Accounting Standards Board (GASB) accounting standards and requirements related to County grants, capital projects and fixed assets; Federal OMB cost principles; and the budgeting and accounting procedures for capital projects with grant and/or debt funding sources. The employee will monitor outstanding receivables created by cost-reimbursable grants and initiate and maintain frequent contacts

with State and Federal financial officials to resolve questions related to receivables and revenue. Employee is responsible for having strong communication skills and a positive perspective

**Minimum Qualifications:** Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Public or Business Administration or related fields with a major in accounting or graduation from a recognized school of accounting with a degree in accounting and three (3) years of experience as an Accountant/Auditor. Equivalency applies.

#### **NURSE PRACTITIONER**

**Application Deadline: Open Until Filled.  
Maximum \$93,944.00**

**Job: IRC 383**

**Salary: Minimum \$56,631.00 –**

The Nurse Practitioner is responsible for oversight of the medical unit at Pre-Release and Reentry Services (PRRS). This person is responsible for coordination and management of all medical issues at PRRS to include management of acute and stable chronic health conditions, coordination of dental, and mental health services, resident health education, discharge planning, and any other issue related to the health and medical care of the PRRS residents and the operations of the PRRS medical unit. Work hours are Monday through Friday, 1:00 pm to 9:30 pm.

Graduation from a National League for Nursing accredited college or university or an equivalent program as determined by the Maryland State Board of Nursing Examiners with a Bachelor's Degree in nursing and a Master's degree in public health, or other appropriate nursing specialty, and successful completion of a Nurse Practitioner program. Three (3) years of full-time equivalent post-licensure experience as a nurse, two (2) years must have been in the area of adult nursing; one (1) year must have been in community health nursing. An equivalent combination of education and experience may be substituted for the Master's Degree or for the required experience, but not for the successful completion of a Nurse Practitioner Program.

#### **SOCIAL WORKER I/II (CHILD WELFARE SERVICES)**

**Application Deadline: Open Continuous.  
Maximum \$85,463.00**

**Job: IRC 182**

**Salary: Minimum \$51,598.00 -**

**This recruitment will establish an eligible list to fill current and future vacancies.** Recruitment is for Social Worker I/II positions in Child Welfare Services (CWS) ONLY. Applications for these positions are accepted on a continuous basis.

**Note: THIS RECRUITMENT IS FOR MULTIPLE POSITIONS. POSITIONS MAY BE FULL-TIME, MERIT, TEMPORARY or GRANT-FUNDED. SOME POSITIONS ARE PERMANENT WITH BENEFITS. The term positions may be used to assist Child Welfare in providing uninterrupted services.**

BILINGUAL APPLICANTS IN THE SPANISH/ENGLISH LANGUAGES ARE ENCOURAGED TO APPLY. Some positions may require multilingual skills. If a candidate is selected for a position that requires skills at the Basic level, he/she will be required to successfully pass an examination assessing oral communication, reading comprehension and interpreting skills. If the skills required are at the Advanced level, the candidate must also pass an examination requiring translating text from Spanish to English and vice versa.

#### **IV. AREA JOB POSTINGS**

##### ***Job Opportunities - CASA de Maryland***

**See below for job vacancies advertised on the agency's website.**

**Click on the job title links below or visit the agency website for more postings at**

**<http://casademaryland.org/about-mainmenu-26/job-opportunities>**

**For more information, contact Kerry O'Brien, Director of Services, at 240-491-5725.**

- **[Senior Manager, Services](#)**

- **Manager, Multilingual Health Services Program**

**Communications/Development Assistant – Washington Office on Latin America**  
Visit agency website at [http://www.wola.org/internships\\_and\\_employment](http://www.wola.org/internships_and_employment) to review job description and application instructions

The Washington Office on Latin America (WOLA) seeks a detail-oriented Communications/Development Assistant to provide administrative support for the Communications and Development offices. S/he will have initiative, excellent problem-solving skills, the ability to communicate effectively, and a passion for new media. WOLA has a full-time staff of sixteen, seven interns, and six senior fellows.

***Maryland Site Manager - Latino Economic Development Corporation (LEDC)***

**HOW TO APPLY:** Submit resume & cover letter to Rosana Sandoval at [rsandoval@ledcmetro.org](mailto:rsandoval@ledcmetro.org)

Maryland Site Manager responsible for providing general administrative support, ensuring LEDC provides top quality programs in Wheaton, MD office, and consistently engages all LEDC stakeholders to improve service delivery and performance. Ideal candidate has strong interpersonal skills and is well organized, proactive, resourceful, and efficient. She/he will be a problem solver capable of communicating with all LEDC stakeholders and uphold the promise we make to people we serve.

**Primary Responsibilities:** Responsible for overall day-to-day operations within the MD office; Consistently communicate with all program Directors to ensure high quality of service delivery.; Represent LEDC and communicate with outside MD stakeholders as necessary; Serve as LEDC liaison to International AMC Corporation (AIC); Serve as first point-of-contact for clients who walk in or call seeking services and answer all general inquiries and/or forward to appropriate staff members; Assist in maintaining and securing the building and its occupants at all times; Assist the Finance Team in communicating with vendors and suppliers; Coordinate all purchasing and other procurement duties for the MD office to ensure that LEDC get the best value for our money; Provide orientation for new employees and interns on the use of all office equipment and systems in MD Office; Schedule use of the training room for staff and community groups and assist with setting up/breaking down tables and chairs when necessary; Ensure that incoming and outgoing mail, email and faxes are sent and filed appropriately; Maintain a constant inventory of postage supplies and assist staff with use of couriers if necessary; Maintain a constant inventory of office supplies such as stationary, copy paper, and toner as well as kitchen and bathroom supplies; Ensure that copy and fax machines are properly functioning and serviced on a regular basis; Provide some administrative support to staff as needed; All other duties as assigned by the Director of Finance and Administration.

**Qualifications:** Must be fluent in Spanish and English, both written and verbal; Two years of administrative experience with excellent computer and software skills (Outcome Tracker and CounselorMax); Minimum of an Associates degree from an accredited college or university; Must be willing to work occasional evening and weekend hours as necessary

**Salary and Benefits:** Salary is negotiable depending on experience, qualifications, and salary history. Salary range: \$35K - \$40K per year; Benefits are competitive within the DC area: compensation currently includes 3% 401K matched savings plan, healthcare plan with ZERO employee contribution, 10 observed holidays, and 4 weeks of vacation per year; LEDC offices located on 2405 Price Avenue, in Wheaton, MD close to Wheaton metro station.

***Director, Children with Intensive Needs (Part-Time position) – Collaboration Council***  
**Application Deadline: May 22, 2011**

**HOW TO APPLY:** Send e-mail Cover Letter and Resume to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org)

Director for Children with Intensive Needs is responsible for successful completion of these activities.

**Examples of Responsibilities: Pathways to Services.** Supervise staff that respond to parent/professional callers and identify needs and link with services. **Local Coordinating Council.** Chair a weekly interagency group that problem-solves complex cases to provide interagency responses to meet family needs. **Wraparound Contract.** Monitor the contractor who delivers services using the wraparound approach. **Monitoring the status of services.** Interact with public and private agencies and parents and other community members to assess the adequacy and access to need system of care components. **Seeking partnerships and funding to expand resources.** As appropriate, seek out funding opportunities that strengthen interagency responses to families.

**Working Conditions:** 22 hours/week (three days); work schedule somewhat flexible; Supportive work environment; Competitive salary with benefits; Quasi-public nonprofit organization

**Required Qualifications:** LCSW-C or LCPC required. At least five years experience in Clinical decision-making with families regarding services; Program management, including supervision of employees; Building productive partnerships with public and community-based agencies; Needs assessment; Results-Based accountability; Demonstrated understanding of and commitment to culturally responsive services

**Reentry Coordinator – Prison Outreach Ministry, Inc./Welcome Home Reentry Program**  
**Application Deadline: May 31, 2011 or until filled. Location: Montgomery County**

**HOW TO APPLY:** Send resume with salary requirements, and a cover letter answering the following: (1) What does it take to recruit and retain volunteers? and (2) Describe your experience collaborating with community service organizations, and networking with other people. Reply to **Prison Outreach Ministry, Inc./Welcome Home Reentry Program**, P.O. Box 51583; Washington, DC 20091, Attn: Executive Director or send via email as a PDF or Word file to: [mshakeri@prisonoutreachministry.org](mailto:mshakeri@prisonoutreachministry.org)

Prison Outreach Ministry/Welcome Home Reentry Program assists persons returning home from incarceration to adjust and redevelop their lives by partnering them with compassionate mentors recruited from local community-based organizations and faith communities.

**Key tasks and Responsibilities:** Interview, train and retain potential mentors identified through recruitment efforts at local communities of faith and through other community-based organizations; Ensure that all mentors complete required background checks and clearances; Develop and sustain supportive and positive relationships between mentees and mentors; Provide on-going support and in-service training as well as periodic social gatherings, to the volunteer mentors; Interview and orient potential mentees, assess their needs and appropriately match each with a mentor; Maintain communication with local communities of faith and community-based organizations to facilitate recruitment of volunteer mentors and to publicize the Welcome Home Program; Work collaboratively with appropriate agencies responsible for corrections and public safety and human services providers to identify appropriate potential mentees; Provide information to mentors and mentees about community resources to facilitate mentees' smooth transition into the community. This information will be in the form of resource guides and one-on-one consultation with mentors and mentees; Provide accurate data on training activities, mentor-mentee matches, social support, and spiritual support as applicable, of the mentors and mentees to the Executive Director and Program Committee in a timely fashion.

**Requirements:** Bachelor's Degree or higher, or equivalent, preferably in social work. Experience recruiting and retaining faith-based volunteers; Familiarity with social services; Familiarity with criminal justice system with emphasis on parole and probation; Willingness to interact with government agencies responsible for re-entry; Willing to work in a multi-denominational environment; Sensitivity to racial bias; Good writing and speaking skills; Organizational and leadership skills; Basic knowledge of computer including email, Microsoft Word, Excel, PowerPoint, and Access; Position requires some evening and weekend hours to effectively engage with volunteers and faith communities, and to assist with training or special events; Website maintenance a plus.

## **V. PREVIOUSLY POSTED ANNOUNCEMENTS**



## WORKSHOPS IN YOUR LOCAL LIBRARY

### ***Improve Your Basic Computing Skills***

Training topics include *Introduction to Keyboarding, Exploring Word, Using the Internet to Search Employment Sites and Apply for Jobs.*

Workshops scheduled from 10:30 am to 1:30 pm. **NOTE: Online Registration is required. See below for training available at your local libraries.**

***Workshops sponsored by Friends of the Library, Montgomery County, Inc.***

**HOW TO REGISTER:** Register online at the library website

[www.montgomerycountymd.gov/library](http://www.montgomerycountymd.gov/library). Click on the Calendar of Events. Locate the program and Click on program name and complete the required information to register. All workshops are scheduled from 10:30 AM - 1:30 PM.

LIBRARY	LIBRARY LOCATION	MAY WORKSHOP DATES	JUNE WORKSHOP DATES
<b>Germantown Library</b> Phone: 240-777-0110	<a href="#">19840 Century Blvd., Germantown, MD 20874</a>	May 24 & 26,	June 7, 9, & 21
<b>Long Branch Library</b> Phone: 240-777-0910 301-565-7662 (TTY)	<a href="#">8800 Garland Ave., Silver Spring, MD 20901</a>	None	June 1, 6, 8, 13, 15, 22, 27 & 29
<b>Rockville Memorial Library</b> Phone: 240-777-0140 240-777-0902 (TTY)	<a href="#">21 Maryland Ave., Rockville, MD 20850</a>	May 31	June 2, 14, 16, & 23

***Join the JOB CLUB to receive weekly email notices that help job seekers locate gainful employment.***

**Send your name and email address to Joe Heiney-Gonzalez at [joe.heiney-gonzalez@montgomerycountymd.gov](mailto:joe.heiney-gonzalez@montgomerycountymd.gov) to enroll in the Office of Human Resources Job Club**